



ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Maureen T. O'Donnell, Acting Director

## MEMORANDUM

TO: CMS Deputy Directors and Bureau Managers

FROM: Doug Kasamis, BCCS Acting Deputy Director

DATE: April 8, 2007

SUBJECT: CMS IT Coordinators

The BCCS Agency Relations team is in the process of developing a new BCCS IT Coordinator list for the CMS Customer Solutions Center (CSC). The people on this list will be authorized to expend CMS funds for Enterprise Service Requests (ESRs). We are requesting that you or your designee complete the attached BCCS Contact form for each of your IT Coordinators. On the form, in the IT Coordinator section there is a Yes/No box to select whether the IT Coordinator is authorized to expend agency funds. We are interested in collecting forms only for those authorized ESR submitters; therefore, those IT Coordinators that are approved to expend CMS agency funds for your bureau. This documentation is essential to avoid potential audit findings.

Please assign a staff member or two within your bureau to assume the IT Coordinator responsibility. Then forward the completed form(s) to Maureen T. O'Donnell, Acting CMS Director, for her approval and signature. You only need to complete the IT Coordinator section of the form. As a point of clarification - CMS is the ONLY agency that has historically utilized the term "OA Coordinator". Given this fact, we want to standardize the name of the job function. With your submission of the completed BCCS Contact form, the people we now know as OA Coordinators will become IT Coordinators. This naming convention will be used at an enterprise level.

Please submit the completed form(s) to the Director's Office by COB Friday, 4/13/07. When you receive the signed form back from the Director's Office, forward the signed hard copy to Agency Relations by Friday, April 20, 2007. If you have any questions regarding this request, please e-mail Agency Relations at [CMS.BCCS.AgencyRelations@illinois.gov](mailto:CMS.BCCS.AgencyRelations@illinois.gov). Please send the completed form to:

CMS / BCCS/ Agency Relations  
120 W. Jefferson, 1st floor  
Springfield, IL 62702